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# Example of Enrollment Job Description

Our company is searching for experienced candidates for the position of enrollment. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for enrollment

* Analyzing work to ensure proper handling or correct routing procedures take place
* Managing inventory (controls ins and outs) via mail, fax, emails, and interoffice
* Gathering data to perform inventory reports (weekly and as needed)
* Pulling monthly quality samples based on listings received from Internal Audit (from MTM Audit)
* Batching and submitting hardcopy of audit samples to the Imaging Department
* Batching mail that is sent out to members
* Maintain 100 percent confidentiality with regard to employee/company data
* Take direction from members of the Benefits Team, not just their direct manager
* Partnering with internal teams in the implementation of new employer group business to ensure the timely, accurate, and compliant enrollment, maintenance, and disenrollment of the clients’ beneficiaries
* Participating in and/or leading internal and external client meetings

## Qualifications for enrollment

* High School diploma or equivalent, with a minimum of one (1) year of underwriting or related medical insurance experience
* 1+ year of previous experience in an Enrollment role
* Works with in-house and third party Billing Company for current applications, system updates and identifying/resolving problems
* Accountable for meeting or exceeding divisional and/or corporate Enrollment performance standards and meeting time-sensitive deadlines as defined
* Works independently within the scope of responsibility and authority
* Leading the team to meet or exceed performance standards and quality expectations